



## City of Austin - JOB DESCRIPTION



### AE Craft & Field Staff Development Program Manager

<b>FLSA:</b>	Standard/Exempt	<b>EEO Category:</b>	(20) Professionals
<b>Class Code:</b>	15820	<b>Salary Grade:</b>	ZU4
<b>Approved:</b>	October 19, 2009	<b>Last Revised:</b>	October 23, 2009

#### Purpose:

Responsible for managing training programs related to technical skills and assessment, and safety and quality assurance for Austin Energy's Electric Service Delivery, Power Systems Craft and Field personnel.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Manages the development, administration, and maintenance of comprehensive training programs for the Electric Service Delivery Power Systems Craft and Field training program. Evaluates programs for effectiveness.
2. Develops and implements technical, craft and field safety training for distribution, transmission, substation, and network personnel.
3. Monitors safety and quality assurance to evaluate effectiveness and make improvements to craft and field training.
4. Develops and ensures compliance with craft and field training guidelines, maintains training certification and recertification program and records.
5. Coordinates with AE Safety personnel to maintain compliance with current safety standards and regulations.
6. Develops and delivers presentations and training related to power system safety to craft and field personnel and management as necessary.
7. Develops strategic training, and promotes safety goals and objectives for craft and field personnel.
8. Reports on craft and field training, safety and quality assurance program effectiveness.
9. Develops and monitors training budget for craft and field personnel.

#### Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of NEC, NESC, OSHA and Texas Health and Safety codes as they apply to safe work practices for electrical line work.

Knowledge of training techniques and practices appropriate for training power system craft and field personnel.

Knowledge of industry standards, power system construction principles and practices.

Knowledge of ISO 9001 quality standards.

Knowledge of supervisory and managerial techniques and principles.

Skill in developing and delivering training programs and presentations

Skill in oral and written communications.

Skill in handling hostile conflict and uncertain situations.

Skill in handling multiple tasks and prioritizing.

Skill in using computers and related software applications.

Skill in data analysis and problem solving.

Ability to train others.

Ability to quickly recognize and analyze irregular events.

Ability to establish and maintain effective communication and working relationships with city employees and the public.

#### Minimum Qualifications:

Graduation from High School or equivalent, plus eight (8) years experience in a field related to the job, two (2) years of which were at lead/supervisory capacity.

Education may substitute for experience up to two (2) years.

#### Licenses and Certifications Required:

Valid Texas Class C Drivers License.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.